

PROPOSAL: Industrial Card Files

15 May 1957

1. Files in all Branches be cut off at the end of 1952 and all material dated 1952 and prior be transferred to the Records Center in hard copy.

This will move the major portion of low level material out of the current files which contain higher grade and more selective material. Approximately 750 cubic feet of files would be transferred to the Records Center releasing 75 safes and 600 square feet of floor space for other use. It is important that the cut-off date be made across the board with as few exceptions as possible in order to facilitate the point of search. This material could be recalled by individual documents or by plants for temporary reference purposes. Also based upon use or need could be recalled on a permanent transfer basis for inter-file in the current file. The various machine listings available to the analysts show a listing of all documents filed under each plant which in turn would serve as an index to what is at the Records Center and what is in the current files. Copies of these listings should be furnished to the Records Center.

2. Files in Branch X dated 1953 through 1956 be microfilmed and placed in film-sort jackets. Hard copy of this material should be transferred to the Records Center.

The original negative should be kept in the current files and used in lieu of hard copy. A copy of the negative should be made for VM storage.

3. Tests in the use of shelf filing be continued on a concurrent basis with the test of microfilming and retirement of documents.

4. Hard Copy files accumulated in Branch X during 1957 be filmed during 1958.

Original negatives should be retained in current files and hard copy transferred to Records Center. A copy of the negative should be made for VM storage.

5. During the latter half of 1958, based on experience from the use of microfilm and recall of hard copy from the Records Center, decide on one of the following actions:

- (1) If microfilm proved completely satisfactory, destroy all hard copy in current files (1953-1957) and destroy hard copy annually after each preceding year has been filmed. Retain film in current files indefinitely. If material at Records Center (1952 and prior) is to be retained over 10 years, microfilm it.
- (2) If microfilm is only adequate for older material destroy only 1953 hard copy after microfilming and retain film in current files. This will maintain a 5-year level of hard copy in current files and that material over 5 years would be maintained on film.
- (3) If microfilm is inadequate, and it is found that use of material over 5 years old retained at the Records Center is satisfactory, then establish an annual cut-off and retirement plan. This would maintain hard copy in current files for five years. (5-year level). Microfilm should be discontinued (unless it is necessary for VM storage). If shelf filing has proven successful, then convert all files to shelf files.